

# **COLUSA COUNTY CHILDREN AND FAMILIES COMMISSION**

## **Minutes of Public Meeting**

February 12, 2002

The meeting of the Colusa County Children and Families Commission was called to order at 3:15 p.m. in the Morse Conference Room at the Colusa Library, 738 Market Street, Colusa, California. Commissioners Christy Scofield, Barbara Hankins and Dolores Gomez were present constituting a quorum. Commissioners Nolan Gonzales and Nancy Parriott were not present.

Public attending: Kay Spurgeon, Maria Jimenez, Martha Garcia and Charlette Lauppe.

Items discussed in accordance with the publicly posted agenda were as follows:

1. Public comment and unscheduled matters (The Colusa County Children and Families Commission will not be making a determination on items brought up during this portion of the agenda)

Commissioner Scofield moved this item up on the agenda and asked for public comment.

Commissioner Hankins is serving as President of the California School Nurses Association and shared that she received good feedback from professionals attending a recent statewide meeting regarding the Kit for New Parents.

Ms. Lauppe shared that Cundi Fernandez, Arbuckle Elementary School had called requesting information on how to help parents obtain Kits. Ms. Lauppe followed up by providing a demo Kit in English and Spanish to the school office and demonstrated use of the 1-800 number to order individual Kits. In addition, Ms. Lauppe reported that she had met with the Colusa Indian Health Clinic Administrator, Sharla Parker, to discuss partnering for the distribution of Kits as part of their home visiting program. In addition, the Kit will be used as training curriculum for the nurses training program.

Kay Spurgeon, Colusa County Superintendent of Schools, said that she was pleased with the work that the Commission was doing and will be joining them as part of the Commission Conference Team in March.

Commissioner Scofield said that she would like to acknowledge Cundi Fernandez for her support at the Arbuckle Elementary School in getting Kit information out to new parents.

Ms. Lauppe shared that the North Valley Region Tobacco Prevention Center will be setting up a booth at the Family Faire in April and will be a presenter at the April Collaborative Meeting. Commissioner Hankins, added that the Colusa County Tobacco agency would also be participating in the Family Faire.

2. Approval of January 29, 2002 meeting minutes

Commissioner Hankins moved to approve minutes of the January 29, 2002 meeting with minor corrections; motion seconded by Commissioner Gomez. The motion was passed unanimously by voice vote (3/0).

3. Review outstanding invoices and approve payment of expenses

A total of three invoices were presented for payment:

An invoice, and monthly status report was presented by Charlette Lauppe, DBA A to Z Consulting for professional services rendered to the Commission during the month of February 2002. Invoice #00020 in the amount of \$5,000.00 for professional fees and \$753.95 for expenses for a total invoice of \$5,753.95.

An invoice, in the amount of \$140.00, for registration fees for CCAFA Dinner March 20, 2002 at the pre-conference events of the California Children and Families Statewide Convention.

An invoice, in the amount of \$860.00, for registration fees for California Children and Families Statewide Conference in San Diego March 20-22, 2002.

Ms. Lauppe presented a financial report covering a period from 11/30/01 to 2/7/02.

Commissioner Hankins moved to approve payment of invoiced expense items as presented; motion seconded by Commissioner Gomez. Motion was passed unanimously by voice vote (3/0).

#### 4. Mini Grant Application & Awards

Commissioner Scofield announced that Mini Grant Awards had been made and presented a list of approved applications for Commission Mini Grant funding. She thanked Maria Jimenez for her application and congratulated her on receiving partial funding of \$2,000 for her application.

Maria Jimenez, thanked the Commission for making the Mini Grant Funds available and said that the funding will help her daycare business.

Martha Garcia thanked the Commission for making funding available to daycare providers. Ms. Garcia said that she assisted providers with the application process and was interested in knowing the results of the Commission funding decisions and that is why she attended the meeting.

Ms. Lauppe said that notification letters would be mailed to all applicants within 5 days and that she would make telephone or email contact as soon as possible. She is working with JoAnna Tapia as a project consultant on the Mini Grant agreements and ordering process. Ms. Tapia will complete site visits and assist each grantee with ordering and receiving equipment and supplies through the Mini Grant process.

#### 5. Child Abuse Prevention Council Grant Refund

The Commission asked Ms. Lauppe to give an update on the Child Abuse Prevention Council Mandated Reporter Training/Assault Prevention RFP Grant Funding.

Ms. Lauppe said that she had spoken to members of the CAPC Executive Committee and they would like to have an informal memo or letter from the Commission requesting the grant funding transfer to the Commission Fund 00800.

Commissioner Hankins moved that Ms. Lauppe send a written request to the Child Abuse Prevention Council Executive Committee requesting transfer of the Mandated Reporter/Assault Prevention Grant back to the Commission Fund 00800 by March 12, 2002; motion seconded by Commissioner Gomez. Motion was passed unanimously by voice vote (3/0).

#### 6. Grant Funding 01/02 Planning

The Commission discussed another round of grant funding with a possible release date in March with grant awards to be made in late May and asked that this item be continued on the March 12, 2002 agenda. Ms. Lauppe will present a suggested timeline for a second round of grant funding at that meeting.

#### 7. School Readiness Review

Ms. Lauppe gave a School Readiness Taskforce update saying that Giovanna Stark met with twelve preliminary Taskforce members on February 5, 2002. The group planned four meetings to develop a School Readiness Plan for Colusa County, and to work with Ms. Stark to write the School Readiness Application for the State

Commission to be submitted before May 15, 2002. The agreement for consulting services with California Health Institute (CHI) was approved by Don Stanton, County Council, and ready for Commission approval and signatures.

Commissioner Scofield moved that the agreement between the Commission and CHI be approved as presented; motion seconded by Commissioner Gomez. Motion was passed unanimously by voice vote (3/0).

#### 8. Strategic Plan Review

Brad Morrison, TASC, gave a Strategic Plan Review update

The Commission said that they liked the work Mr. Morrison had done to bring some of the appendix items that related to School Readiness forward in the plan. They especially liked the tear out survey page added to the back of the Plan.

Commissioner Scofield asked that this item be continued with another update at the March 12, 2002 meeting.

#### 9. Adjournment

The meeting was adjourned at 5:00 p.m.

The next meeting will be held on Tuesday, March 12, 2002 at 3:00 p.m. at the Colusa County Library Morse Conference Room.

Minutes prepared by Charlette Lauppe, Executive Director to the Commission.

Attachment A: Invoice #00020 Charlette Lauppe DBA A to Z Consulting

Attachment B: Invoice for CCAFA

Attachment C: Invoice for Statewide Conference, San Diego

Attachment D: February 12, 2002 Financial Summary Report

Attachment E: February 12, 2002 Executive Director Report

Attachment F: CHI School Readiness Consultant Agreement

Attachment G: Second Quarter Grantee Newsletter

Attachment H: Strategic Plan Update 2002

Attachment I: Mini Grant Funding Award List

Attachment J: 2000/01 Grantee Second Quarter Reports